

JAN 10 1955

Chief, Personnel Security Division

Acting Chief, Employee Activity Branch

Monthly Report - DECEMBER 1954

The following represents the noteworthy accomplishments of the Employee Activity Branch during December 1954.

COURSES - Requests Approved

|                       |    |
|-----------------------|----|
| Non-CIA Training      | 40 |
| Official CIA Training | 52 |
| TOTAL                 | 92 |

OUTSIDE ACTIVITIES - Requests Approved

|  |    |
|--|----|
| Outside Employment                                       | 37 |
| Clubs, Org., Conferences and Meetings (non-Governmental) | 44 |
| TOTAL  | 81 |

TRAVEL - Requests for Private Travel Approved

|                            |    |
|----------------------------|----|
| Requests with Briefings    | 10 |
| Requests with no Briefings | 18 |
| TOTAL                      | 28 |

|                                      |   |
|--------------------------------------|---|
| Travel Briefings Held During Dec.    | 6 |
| Travel De-Briefings Held During Dec. | 2 |
| TOTAL                                | 8 |

CORRESPONDENCE WITH GENERAL PUBLIC - Replies to inquiries concerning the operations and mission of the Agency and replies to crank letters 20

COMPENSATION CLAIMS - Security Approval of the processing of claims made pursuant to the Federal Employees' Compensation Act 9

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MANUSCRIPTS AND SPEECHES REVIEWED AND APPROVED

Total Number of Pages

5

15

STORIES-POEMS REVIEWED AND APPROVED

Total Number of Pages

19

780

BOOKS REVIEWED AND APPROVED

Total Number of Pages

1

30

ALIEN SPONSORSHIP CASES - Requests  
Approved for sponsorship of aliens by  
employees

1

LIAISON CONTACTS APPROVED

Continuing Contacts

One-Time Expedites

TOTAL

229

236

465

SIGNED

SO/ACS:hp

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